

# ***WORKFORCE FLORIDA, INC.***

1974 Commonwealth Lane  
Tallahassee, Florida 32303  
850/921-1119 • Fax: 850/921-1101

## **PARTNER INFORMATION**

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### **INCUMBENT WORKER TRAINING**

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#### **SUMMARY**

The Incumbent Worker Training Program is funded by the Federal Workforce Investment Act (WIA) and administered by Workforce Florida, Inc. Through this program, Florida is able to provide training to currently employed workers to keep Florida's workforce competitive in a global economy and to retain existing businesses.

#### **ELIGIBILITY**

Applications for the Incumbent Worker Training Program are open to all Florida businesses that have been in operation for a minimum of one year prior to the application date and require training for existing employees.

#### **PROGRAM REQUIREMENTS**

- Business must have at least one full-time employee.
- Business must demonstrate financial viability and be current on all state tax obligations.
- Training services can be provided through Florida's community colleges, school districts, area vocational-technical centers, state universities, licensed and certified post secondary private institutions and from subject matter experts, consultants, or trainers from the business.
- Training can be conducted at the business's own facility, at the training provider's facility or at a combination of sites.
- Businesses must provide a matching contribution to the training project
- Training must be completed by the end of the fiscal year, June 30<sup>th</sup>.

## APPLICATION PROCESS

- IWT application and guidelines may be downloaded from [www.workforceflorida.com](http://www.workforceflorida.com)
- Businesses requesting training submit a completed application to:

**Jayne Burgess**  
**Workforce Florida, Inc.**  
**Incumbent Worker Training Program**  
**1974 Commonwealth Lane**  
**Tallahassee, FL 32303**

**FAX: 850-921-1101**

**PH: 850-921-1119**

- Funding priority will be given to business with 25 employees or less; businesses located in rural or distressed inner-city areas, businesses in qualified targeted industries, businesses whose grant proposals represent a significant layoff avoidance strategy, or businesses whose grant proposals represent a significant upgrade in employee skills.
- With the high demand and limited funding available, applicants are encouraged to form training consortiums with other businesses to address training for skill sets that are shared across industry sectors.

## APPROVAL PROCESS

- Applications will be approved or denied within ten working days of receipt of a complete application. If approved, an agreement to complete the training project as proposed in the application is signed between the business and the grant administrator.

## REIMBURSEMENT PROCESS

- Businesses submit monthly or quarterly reimbursement requests to the grant administrator for approval.
- Direct training costs eligible for reimbursement include, tuition, instructors'/trainers' salaries, curriculum development, textbooks, resource material and training supplies.
- Reimbursement will be performance-based with specific measurable outcomes. Final payment will be withheld until performances have been met and required documentation received by the grant administrator.

*StatutoryReference: [Section 445.003, Florida Statutes](#)*

*For additional information on IWT and Workforce Development, visit <http://www.workforceflorida.com/>*